

Human Resources



Your employees and human resources professionals need to know the regulations that affect employment practices.

The OverNite Software, Inc. Human Resources library addresses employee performance issues and regulations affecting employment practices. The Human Resources series consists of 23 courses including: Sexual Harassment, Diversity in the Workplace, Coaching and Counseling, and E-mail Etiquette. Regulatory topics include: Sarbanes-Oxley Act (Ethics), Family and Medical Leave Act (FMLA), and the Fair Labor Standard Act (FLSA) that addresses minimum wage, overtime, and child labor laws for all employers.

Our courses are delivered via a state-of-the-art learning management system that allows you to customize curricula, adjust testing parameters, and even customize courses with site-specific content and photos.



For more information call 1.888.228.2473 or visit OverNiteCBT.com

HUMAN RESOURCES

196 Americans With Disabilities Act (ADA) covers the employment provisions of the act, including the regulation's definition of a disability, covered individuals and their rights, and employer responsibilities. (25 min)

197 Fair Labor Standards Act (FLSA) examines the Fair Labor Standards Act (FLSA), the federal law that guarantees a worker's right to be paid fairly. (30 min)

198 Family and Medical Leave Act (FMLA) explains the rights and responsibilities of employees and employers under the FMLA, including the valid reasons for taking leave and how to request leave. (40 min)

199 Email Etiquette covers proper business email etiquette including its importance, privacy, appropriate use, composition, replying, and forwarding. (20 min)

200 Telephone Etiquette covers basic business telephone etiquette, including answering and making calls, putting callers on hold, transferring calls, and mobile phone etiquette. (20 min)

201 Sexual Harassment Awareness: Managers discusses Title VII requirements of supervisors and managers confronted with sexual harassment incidents in their workplaces. (25 min)

202 Sexual Harassment Awareness: Employees explains what sexual harassment is and what employees should do if they encounter it in the workplace. (30 min)

203 Workplace Violence discusses workplace violence, types of workplace violence, risk factors, employers' responsibilities, and steps employees can take to protect themselves, including awareness of warning signs, behavior, and how to report incidents. (25 min)

204 Diversity in the Workplace discusses diversity in the workplace, its effects and benefits, and how to create and manage a diverse workplace. (30 min)

205 Creating an Alcohol- and Drug-Free Workplace is focused on supervisors and management, and explains the benefits of an alcohol/drug-free workplace, recognizing and confronting drug abuse, creating a drug-free program, and the process of intervention, rehabilitation, and disciplinary action. (35 min)

206 Recognizing Substance Abuse in the Workplace explains how to create a drug-free workplace through workplace policies and testing, describes signs of substance abuse, and discusses available interventions for employees who need help. (95 min)

207 Anger Management: Dealing With Angry Coworkers discusses how to recognize and react to workplace anger. (20 min)

208 Anger Management: Managing Your Anger explains the anger response and how to control it. (25 min)

209 Time Management: Effective Prioritization covers the basics of effective time management. The course includes lessons on goal setting, task lists, prioritization, and scheduling. (30 min)

210 Time Management: Efficient Organization covers the basics of workspace and computer organization for optimum time management. The course includes lessons on reducing clutter, using paper and electronic file systems, inbox processing, and creating daily routines. (25 min)

211 Coaching and Counseling defines the role of a coach in the workplace and lists the advantages of using a coach for both employees and the company. In addition, this course explains good counseling techniques and lists characteristics of a good coach-employee relationship. (20 min)

212 Effective Listening Skills covers active listening skills and the benefits of active listening. The lessons include special skills for listening in group settings. (25 min)

213 Safe Driving Skills reinforces basic driving skills and safety tips. (35 min)

214 Civil Rights Act Title VII explores anti-discrimination provisions under Title VII of the Civil Rights Act of 1964, as amended. (25 min)

215 Equal Pay Act (EPA) explores the provisions of the Equal Pay Act of 1963, including an overview of the law and the applicable provisions. (15 min)

216 Age Discrimination in Employment Act (ADEA) examines the legal protections against age discrimination in the workplace. (20 min)

217 Sarbanes-Oxley Act: Ethics Awareness addresses the Sarbanes-Oxley Act by discussing ethics, the importance of ethical conduct in the workplace, types of unethical behavior, and how to both recognize and avoid unethical practices. (45 min)

218 Sarbanes-Oxley Act: Overview for Managers provides a concise overview of the Sarbanes-Oxley Act and the appropriate compliance sections. (65 min)